

S-E-C-R-E-T

12 November 1959

MEMORANDUM FOR: Bureau Chiefs

FROM: Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. The Project for a West African Bureau at Kaduna, Nigeria, was approved by OO and transmitted to the DD/I, where it is now under review. Just after submission, a formal proposal was received from the Government of Ghana for a joint operation with FBIS. Costs would be shared equally. However, as the Ghana requirement is global in contrast to the regional FBIS need, the shared cost might be greater to FBIS than would an independent project in Nigeria. [redacted]

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2. The Chief, FBID and Chief Engineer completed a round-the-world trip to the West Coast and all overseas bureaus except Panama, on 16 October. During the visit in London the Eleventh Meeting of the FBIS-BBC Coordination Committee was held. [redacted]

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3. One formal meeting of the USIB Working Group on direction finding was held during October. Contributions to the facility inventory were completed, and possible solutions to the problem in the light of this information are now under consideration. A special briefing on a new system of radio-locating was arranged for early November. Representatives of the FBIS Engineering Staff attended a second field briefing at the FCC, Laurel, Md. [redacted]

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4. Agreement was reached among USIA, the Dept. of State and FBIS, on transfer of the FBIS communication activities from London to Caversham. FBIS will move some time in late January, at which time the Embassy will absorb the USIS requirements and personnel now combined with the FBIS operation. Should any future development prevent this scheduled shift, FBIS will continue to support USIS until the Embassy can take over. [redacted]

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5. Kurdish monitor recruiting continues, following refusals of several prospective candidates to accept offers of the Mediterranean Bureau. One new lead in New York is being pursued. An expanded campaign is being mapped out by headquarters to exhaust all known possibilities of recruitment. Cambodian recruiting also continues to be unsuccessful. A trip to Bangkok by the Chief, Saigon Bureau to test candidates brought negative results. The Bureau chief will revisit Phom Pahh in a further attempt to recruit there. [redacted]

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6. Procedures for expediting responses to crash requests were reviewed in the light of the extraordinary concentration of such requests before and during Khrushchev's U.S. visit. It was concluded that, while FBIS has developed its capability to supply high-calibre reports and analyses on a crash basis, some further streamlining of procedures could be accomplished. Steps were taken to systematize and centralize the coordination of crash services, primarily through the designation of Action Officers in the Editorial and Radio Propaganda Branches. [REDACTED]

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7. The Chief, USSR/EE Section, Editorial Branch, has been appointed FBIS representative on the Agency panel on exploitation of foreign-language publications, chaired by the Chief, FDD. [REDACTED]

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8. Of 297 items included in the OCI Daily Digest during the month, 70 (23 percent) were based wholly or in part on FBIS sources. [REDACTED]

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9. The Engineering Staff began planning of buildings and installations for the proposed African Bureau. Sketches and details will be presented to the Real Estate and Construction Division, O/L, for formal preparation of plans and specifications. [REDACTED]

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10. Typhoon Charlotte passed close to Okinawa on the 16th of the month bringing winds up to 90 MPH which resulted in minor damage to the antenna field and housing area. Cost of repairs to the antenna field is estimated at \$250. Damage to housing units consisted of broken windows and shutters and torn screens, which will be repaired by bureau personnel. [REDACTED]

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11. Shipments of the Dictaphone magnetic belt transcribers were resumed during the latter part of the month. A revised delivery schedule provides for all magnetic belt equipment to be delivered to East and West Coast Bureaus by the 30th of November. [REDACTED]

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FIELD OPERATIONS COMMENT

1. The last seasonal frequency change of Radio Peking's international service was accompanied by a 17% increase in output. Since the Okinawa Bureau was covering Peking at saturation capacity, adjustments were made to substitute more valuable new shows for older ones. The Bureau was also authorized to drop certain Peking broadcasts in Mandarin, Cantonese, English, Indonesian and Thai in order to restore potential for coverage flexibility. [REDACTED]

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2. Review of the coverage of Hokkaido Bureau and Panama Post resulted in a number of coverage priority downgradings to reduce the operating load on the monitor staffs to more realistic levels. [REDACTED]

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3. Following the recent Soviet lead in expanding output to Africa, the Czechoslovak Radio in October expanded output to Africa in Arabic, French and Portuguese. The latter is the first Communist Portuguese service known to include African beaming. FBIS-BBC staff workloads will not permit regular coverage of these services. [REDACTED]

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PROPAGANDA ANALYSIS COMMENT [REDACTED]

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1. Radio Propaganda Reports (responsible analyst indicated in parentheses):

- a. "Soviet Comment on Missile-Launching Submarines: Recent Disparagement of U.S. Claims for Polaris," requested by the Office of Naval Intelligence as a follow-up to a Radio Propaganda Report of November 1958. [REDACTED]
- b. "Soviet Slogans for the 42d October Revolution Anniversary," in the regular series of reports on the CPSU's semiannual slogans. [REDACTED]
- c. "Developments in Soviet Civil Defense Training: Increased Concern Over Defeatist Attitudes," in response to the National Indications Center's request for semiannual reporting on Soviet civil defense propaganda. [REDACTED]
- d. "Soviet Propaganda on the Active Air Defense of the USSR," requested by the Guided Missiles Division, ORR. [REDACTED]

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2. Propaganda-Analysis Items on the FBIS Wire (responsible analyst indicated in parentheses)

- a. "Pervukhin Moves Up in CPSU Presidium Listing" [REDACTED]
- b. "Peking Broadcasts Arab CP Leaders' Speeches to Arab Audiences" [REDACTED]
- c. "Highlights of the Soviet October Revolution Slogans" [REDACTED]
- d. "New Confident Tone in Moscow Announcement of Latest Moon Shot" [REDACTED]
- e. "Bulgarian Party Organ Says Violators of Khrushchev Line on Peace Are Not 'Consistent Marxists'" [REDACTED]
- f. "First Moscow Reference to Soviet Astronauts in-Training" [REDACTED]

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- g. "Moscow and Peking Resume Attacks on U.S. Way of Life"

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3. Special Services by RPB

- a. The Vice President was kept informed, at his request, of the degree of adherence by bloc media to the restrained Soviet propaganda line prevalent since Khrushchev's U.S. visit. Relevant passages in RPB publications were marked and forwarded to the Vice President's office via 00. This service is continuing.
- b. Monitored comment on the Antarctic was supplied to the Agency representative responsible for briefing the U.S. delegation to the 11-nation conference on the Antarctic, in session in Washington, D.C., since 15 October. An RPB analyst kept the briefing officer advised of significant propaganda developments by telephone.
- c. Support of the U.S. delegation at the Geneva nuclear test ban conference was resumed, at OCI request, with the reopening of the conference sessions on 27 October. Propaganda analysis report No. 116 was forwarded to the delegation via OCI on that date. At the same time, the London Bureau resumed the filing of key textual material to the delegation.
- d. A memorandum requested by the Assistant to the Director enumerated instances of distortions in public statements made by Khrushchev during the past two years.
- e. Extracts of the TRENDS and SURVEYS bearing on the Laotian situation were forwarded to [redacted] in Honolulu. This service was terminated 30 October.

4. Field Support of the Radio Propaganda Branch

Editors are reminded that the filing of the first available Moscow news account of a development related to a key East-West issue does not absolve them of the responsibility to check longer available versions. A case in point: A Moscow home service item on the Lloyd-Healy Commons debate did not acknowledge either (1) Lloyd's suggestion that the United States, Britain, and the USSR jointly stage experimental underground explosions, or (2) Healy's suggestion that there be a U.S.-British-Soviet summit meeting on a test-ban agreement. Both these omissions were reported by RPB in its cable that morning to the U.S. delegation at the Geneva test-ban talks. The commentary list subsequently indicated that there had been a longer TASS version of the debate. A query to the field turned up the fact that both points omitted in the home service version were reported by TASS. The longer version should have been filed or at least checked with a view to reporting any key differences from the shorter one in an FYI. [redacted]

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U-N-C-L-A-S-S-I-F-I-E-D

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EDITORIAL BRANCH COMMENT

1. General

a. World reaction reports provide one of the best opportunities for bureaus and individual editors to display editorial initiative and skill and should therefore reflect the highest standard of which the bureau is capable. A bureau's roundup should be publishable as it stands; it should not require boiling down or rewriting. Two basic procedures, if observed, would eliminate the need for recurrent headquarters advice on the composition of reaction roundups: 1) review of the basic instruction contained in the Editorial Handbook, plus suggestions made in past messages and Letters of Instruction; and 2) careful comparison of bureau roundups with the published product.

Field roundups on Khrushchev's U.S. tour were in general too long. Two roundups were written in the past tense. Several bureaus did not identify quoted newspapers by city and political affiliation where pertinent. The Austrian Bureau submitted a roundup which precisely met standing requirements for field reports, providing generalizations covering the attitude of several sources, backed up by brief quotations, all in a well-written, concise package.

b. The East and West Coast bureaus and Panama Post are reminded that the BBC is dependent on FBIS for Latin American coverage and requires fast handling of important newsbreaks on a national level, e.g., revolutions, natural disasters, major political events. Since the BBC cannot use press material, the earliest voice broadcast version must be filed even if it means duplication of a press item filed earlier. Such items should be filed priority to insure rapid relay handling at headquarters. Bureaus covering Far East transmitters should be equally aware of BBC needs for thorough, rapid coverage.

c. Bureaus are reminded of the Wire Service's continuing need for prompt reporting of the movements of CPSU Presidium members. Such items should be filed expeditiously and as separate messages, not as briefs.

d. To avoid duplication of effort, bureaus should cue speeches or statements made by leaders of the Sino-Soviet bloc while in countries normally covered by other bureaus. For example, material filed by the Austrian Bureau on the Czechoslovak government delegation's visit to the CPR and DPRK had previously been supplied by the Okinawa Bureau, while a speech by Polish Premier Cyrankiewicz, filed by the German Bureau from NEUES DEUTSCHLAND, had already been received from the Austrian Bureau.

e. Some editors cause themselves, and to a minor extent headquarters, unnecessary work by preparing FYI's that merely note that a certain station "carries the following item" and then give the text of the item. If the FYI format is used to draw attention to an unusual item, what makes the item unusual should be explicitly stated. Monitors' or editors' observations are welcomed provided they are clearly labeled as such.

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f. When a filed Soviet "anonymous" commentary is attributed in a later broadcast to a named commentator, an FYI noting this fact is useful to the Daily Report.

2. London Bureau

Editors are reminded to file with priority precedence corrections and additions to items likely to be published in the same day's Daily Report.

3. Austrian Bureau

[] Moscow LITERARY GAZETTE editorial article on content versus form in Soviet literature (USSR/EE DR Oct. 2, p. CC 3) and FYI on a Moscow RED STAR editorial on training youth (USSR/EE DR Oct. 15, p. CC 11) contained cross references to material previously published in the Daily Report, a helpful practice which facilitates headquarters work.

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4. Mediterranean Bureau

The Bureau is commended for its rapid and comprehensive coverage of the attempt on Qasim's life.

5. Okinawa and West Coast Bureaus

a. The Bureaus are commended for their success in dealing with the unprecedented mass of copy concerning the CPR 10th anniversary. Both Bureaus operated at peak efficiency under the burden, and efforts to reduce duplication in coverage were exceedingly effective. Perhaps the most important lesson learned from the event is that in periods when an unusually heavy volume of copy must be filed--such as during these celebrations or party and state congresses--editors should cut back drastically on their filing of NCNA English items that deal with international affairs not directly relating to the CPR itself. Such items, although of value in determining CPR reaction to world events, should be among the first to be discarded when bureau capacities are under a severe, temporary strain.

b. When filing Peking home service program summaries, editors should insure that the notation "covered" is used only when an item is actually being processed in some form. Occasionally, items designated as "covered" from an earlier transmission have proved on examination to have been broadcast but not ordered for processing.

6. Hokkaido Bureau

[] FYI on progress in introducing the new school system in the Soviet Far East (USSR/EE DR Oct. 1, p. DD 1) is an example of a well-written and well-organized field product pointing up low-level material whose importance might be glossed over if treated on an individual-item basis.

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SUBJECT: Letter of Instruction

ADMINISTRATION

1. [] joined the Headquarters Administrative Staff in September. Her responsibility will primarily encompass travel and finance problems.

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2. Bureaus are requested to include in their payroll transmittal memoranda the destination of departing personnel and their time of arrival at the new post. It is also advisable to note that a copy has been forwarded to the appropriate receiving bureau.

3. Bureaus are advised that a refund of retirement deductions for foreign nationals who resign requires three to five months for processing from the time all papers are received in Headquarters.

4. In order to reduce amendments to travel orders, bureaus should include all applicable information and questions related to proposed travel when requesting orders.

5. A revision in the temporary lodging portion of the home service transfer allowance reduces the maximum amount payable for noncommercial lodging to the following []

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1. \$2.50 per day for an individual without dependents.
2. \$3.00 per day per family for an individual with one dependent.
3. \$5.00 per day per family for an individual with two or more dependents.

6. Employees who have effects stored with American Storage Co. may request Headquarters to arrange transportation; however, a permanent address must be provided and the employee must be able to receive and sign for the effects before delivery will be made. Employees who have effects stored at other locations may request a travel advance and effect delivery of the stored effects personally.

7. Paragraph 2. under ADMINISTRATION in Letter of Instruction dated 12 October 1959 should read as follows:

"The FBIS mission may be conducted more effectively only if we are all constantly alert to better ways of improving our operations and activities. The Congress has provided for the recognition of meritorious suggestions, ideas and individual superior accomplishments by the granting of cash awards. The various types of awards which may be granted are to be found in [] soon to be released. All American and non-American employees are encouraged to become acquainted with the Incentive Awards Program so that their individual suggestions may be evaluated in terms of their usefulness to the Service."

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8. The following FBIS regulatory issuances were released during the month of October:

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PERSONNEL CHANGES

1. New Employees in FBIS

Assignment

Clerk(Steno), Office of Chief
Secretary, Engineering Staff
Clerk Typist, Ed. Br.

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2. Reassignments

<u>From</u>	<u>To</u>
Editor Hokkaido	Editor Ed. Br.
Editor London	Editor Ed. Br.
Editor Med. Bur.	Editor Ed. Br.
Teletype Sup. Okinawa	Teletype Sup. WCB
Elec. Tech. Tokyo	Rad. Opr. WCB

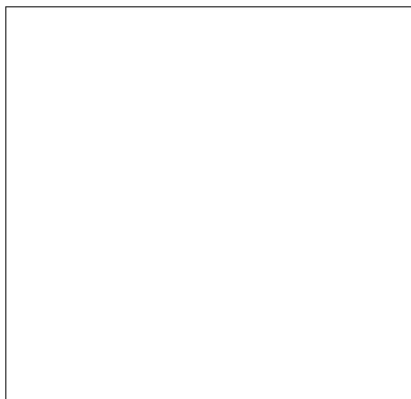
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3. Separations



From

Clerk (Steno)
Office of Chief

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Teletypist
Ed. Br.

Clerk Typist
Ed. Br.

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Editor
Tokyo Bureau



ROGER G. SEELY

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